

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 7-76

20 July 1976

TO: All Training Officers of the Agency

LANGUAGE COURSES AT HEADQUARTERS

1. The part-time language courses listed below will be offered by OTR during duty hours in the Headquarters Building beginning 20 September 1976 and ending 17 June 1977 unless otherwise indicated. There will be a 2-week break during the Christmas holidays. A minimum of five qualified students is required for any offering. For course descriptions, prerequisites, and other details, consult the foreign languages section of the OTR Catalog of Courses.

COURSE	TYPE*	SCHEDULE
French 21H	RSU	1 hour daily
French 22H	RSU	1 hour daily
French 23H	RSU	1 hour M W F
French 81H	R	1 hour daily
French 82H	R	1 hour daily
Russian 01H (19-week course) Beginning 20 September 1976 and 28 February 1977	FAM	1 hour T TH
Russian 21H	RSU	1 hour M T W TH
Russian 22H	RSU	1 hour M T W TH
Russian 23H	RSU	1 hour M W TH
Russian 81H (General)	R	1 hour daily
Russian 81H (Scientific)	R	1 hour daily
Russian 82H (General)	R	1 hour daily



<u>COURSE</u>	<u>TYPE*</u>	<u>SCHEDULE</u>
Russian 82H (Military)	R	1 hour M W F
Russian 85H (Ec. & Pol.)	R	1 hour M W F
Russian 86H (Adv. Ec. & Pol.)	R	1 hour M W F
Russian 88H (Sci/Tech)	R	1 hour M W F
Spanish 21H	RSU	1 hour daily
Spanish 22H	RSU	1 hour daily
Spanish 23H	RSU	1 hour M W F
Spanish 81H	R	1 hour daily
Spanish 82H	R	1 hour daily

*R - Reading
S - Speaking

U - Understanding
FAM - Familiarization

2. Heavy enrollments in a given course requiring more than one section may make it necessary to cancel another offering. In such cases, preference will be given to non-beginning classes.

3. Students must attend at least 80 percent of their scheduled classes within any 4-week period. Failure to do so will mean an immediate termination of training. Those scheduled for other training or TDYs during the course which would invoke this rule should not be enrolled.

4. Students are expected to be prepared for class-- usually one preparation hour for each class hour. The sponsoring office may grant the student such time during duty hours or require that it be done on the students' time in accordance with the policies and situation in each office. What is paramount is that students be prepared in order not to hold back the class.

5. To enroll in any of the above courses, submit Form 73, "Request for Internal Training," to the Office of Training/Language Learning Center, Chamber of Commerce Building. The registration deadline is 6 September 1976.

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